CREATING A HYPERLINK

on the Syllabus Page

OVERVIEW

You may need to insert or embed hyperlinks to some parts of the syllabus page on your Blackboard course. Below are steps to complete this task:
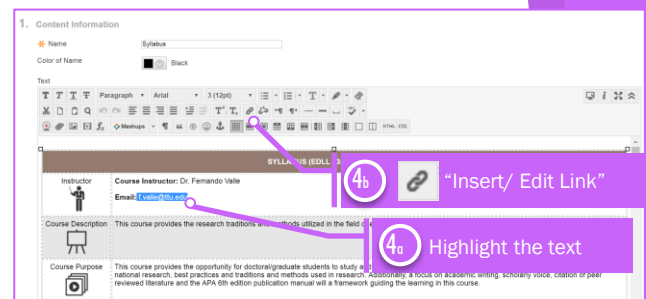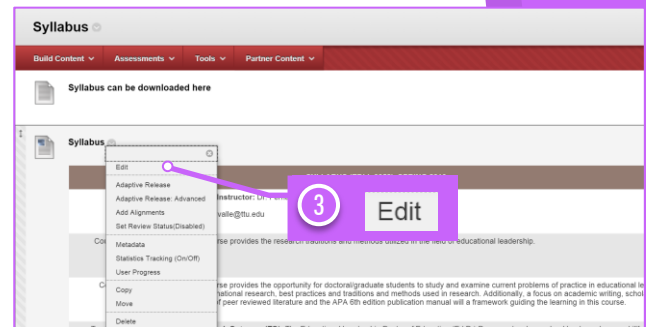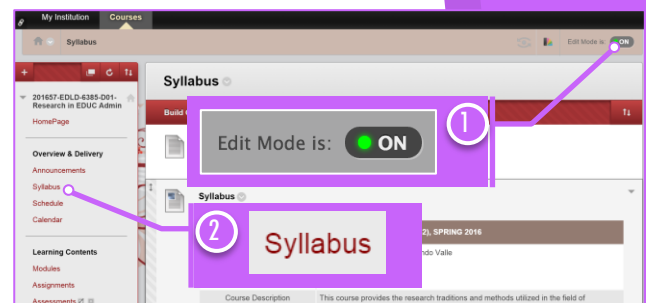
STEPS

Step 1 Set "Edit Mode" to **ON**.

Step 2 Click "Syllabus" on the left panel.

Step 3 Click the chevron shaped icon next to *Syllabus* and select "Edit."

Step 4 Highlight the text you want to insert a link on and click "Insert/Edit Link" icon.
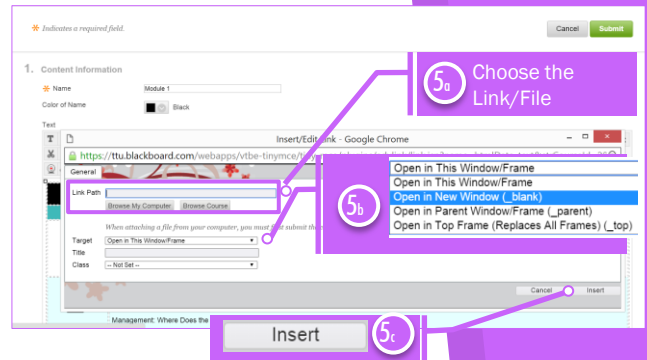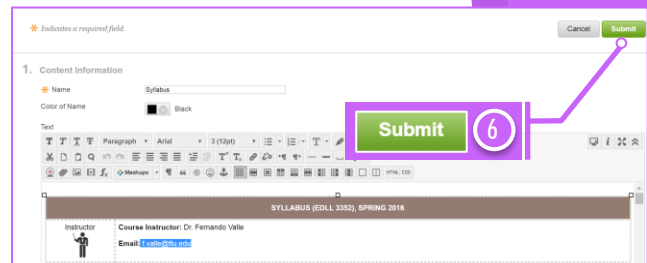
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Step 5 - Click "Browse My Computer" for a file from your computer;
- Click "Browse Course" for an existing file from the course; or
- Copy and paste the URL for external webpages.

Choose "Open in New Window (_blank)" under "Target" and click "Insert."

Step 6 Click "Submit."

Complete Looking The hyperlink will appear on the Syllabus page as highlighted.